

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

PROOF OF CLAIM

This procedure explains how to successfully file a proof of claim using the **CM/ECF System**. During this process you will search the individual case for the name of the creditor and enter the creditor if they are not found during the search. The process is simple and routine once familiar with the screens. There are key fields to be aware of however. This module will lead you through this process.

- STEP 1** Click the *Bankruptcy* hypertext link on the blue **CM/ECF Main Menu Bar**.
- STEP 2** Click *File Claims*.
- STEP 3** The *Search for Creditor Screen* appears. Enter the correct case number and enter the name of the creditor filing the claim. Remember, searches in the **CM/ECF System** are upper/lower case sensitive. Enter the first few words of the name of the creditor, and leave the “*type*” drop down box at the default of “*creditor*” click [Next]. (see figure 1)



figure 1

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- STEP 4** The *Select a Creditor for Claim Screen* appears. If the search finds a name, review the address to be certain it is the same as listed on the face of the proof of claim. If not you will need to select ***“Add Creditor”*** or if the drop down box is empty, the search found no creditor with that name in this case. Select ***“Add Creditor”*** in this instance also . Click [Next]. (see figure 2)

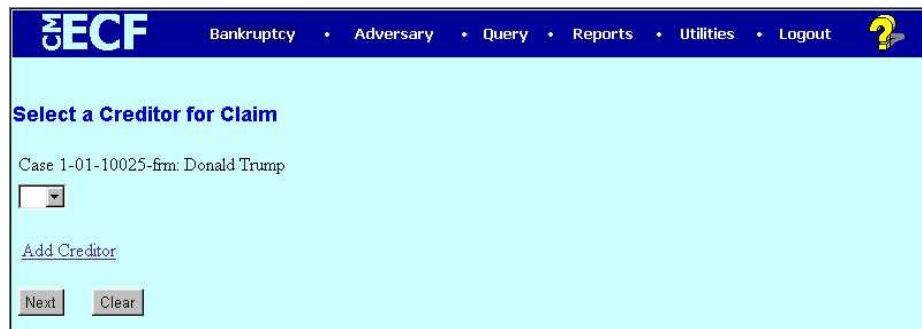
The screenshot shows the 'Select a Creditor for Claim' screen in the CM/ECF system. The top navigation bar is dark blue with white text for 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout', along with a yellow question mark icon. The main content area has a light blue background. It displays the title 'Select a Creditor for Claim' in bold. Below the title, it shows 'Case 1-01-10025-firm: Donald Trump'. There is a dropdown menu with a small arrow icon. Below the dropdown is a link that says 'Add Creditor'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

figure 2

- STEP 5** You’ve now entered *Creditor Processing*. Review case number. Click **Next**.

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- STEP 6** The *Add Creditor(s) Screen* appears. The creditor's name and correct address should be added here. Leave the *type* drop down box at default "*creditor*". If the creditor is a member of the creditor's committee select "*yes*". If not, leave the default as is. If this is the only creditor being added to the case at this time, leave the default at *Last entry*". Click **Next**. (see figure 3)

The screenshot shows the 'Add Creditor(s)' screen in the CM/ECF system. The header includes the CM/ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main title is 'Add Creditor(s)'. Below this, a message states 'Case 1-01-10025-fm already contains creditors!'. The 'Case number' is '1-01-10025-fm Donald Trump'. The form contains several input fields: 'Name' (World Bank), 'Address 1' (999 Park Ave.), 'Address 2' (New York, NY 10000), 'Address 3', 'Address 4', and 'Address 5'. A 'Type' dropdown menu is set to 'Creditor'. Below the form, there are radio buttons for 'Creditor committee' (No is selected), 'Continue To Enter', and 'Last Entry' (Last Entry is selected). At the bottom of the form are 'Next' and 'Clear' buttons.

figure 3

- STEP 7** The next screen tells how many creditors were added during the transaction. Usually, that number will be "**1**". Click **Submit**.
- STEP 8** Click "**File A Proof of Claim**" on the next screen.
- STEP 9** The *Search for A Creditor Screen* reappears. Enter the name of the creditor added during *Creditor Processing*. Click **Next**.

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- STEP 10** The creditor search finds the name of the creditor who was added and appears in the highlighted drop down box. Click **Next**. (see figure 4)



figure 4

- STEP 11** The *Proof of Claim Information Screen* appears. Enter the amount claimed in the proper category. By hitting the tab button, the amounts will be displayed in the total box. Information may be inserted in the *Description/Remarks*. Click **Next**. (see figure 5)

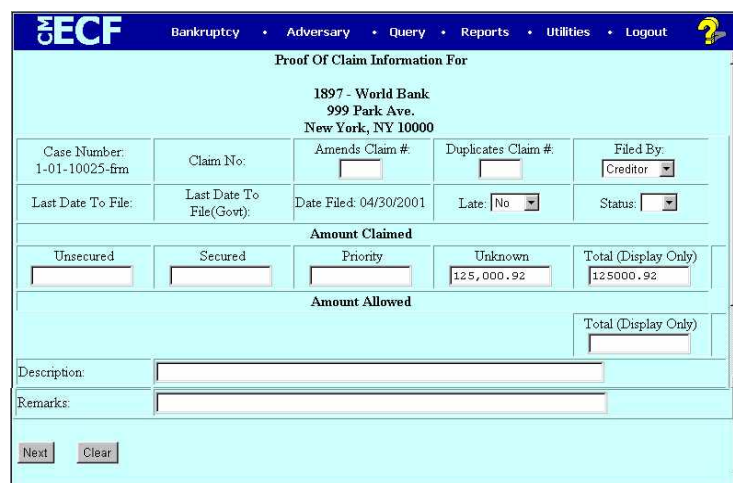


figure 5

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- STEP 12** The *Browse for a Document Screen* appears. Upload the correct PDF.
- STEP 13** The *Notification of Electronic Filing Screen* appears. The claim has been assigned a “number” which is a hyperlink to the actual document. Refer to the **CM/ECF Blue Menu Bar** to continue working in the system.